

**RETURN THIS FORM IMMEDIATELY!**

City of Bristol, Connecticut  
Acknowledgment: Receipt of Bid Documents

Bid Number: **2016-081**  
Title: **MicroStation Drafting Services**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date issued March 15, 2016

Date Invitation to Bid received by your firm \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you plan to submit a proposal? Yes\_\_\_\_ No\_\_\_\_

\_\_\_\_\_  
Print or type the following information:

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City or Town: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Received by: \_\_\_\_\_

**Note: Faxed acknowledgments are requested!**

**FAX (860)584-6171**

**A cover sheet is NOT necessary.**

**IMPORTANT: DO NOT FAX PROPOSALS.**

**PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES**

# CITY OF BRISTOL

## INVITATION TO BID



Please quote us your prices on the commodities or services listed below. All prices must be FOB Destination. You must show Unit Price, Amount and Total or bid may be rejected.

<http://www.bristolct.gov/bids>

Since the City of Bristol is exempt from the payment of Federal Excise Taxes and the Connecticut Sales Tax, do not include such taxes.  
The City reserves the right to reject in whole or in part any or all bids submitted.  
The attached standard terms and conditions shall become a part of any resultant contract award.

Vendor Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

Page 1 of 2

**THIS IS NOT AN ORDER.** Fill in and return to the address below.

ISSUED BY: <b>City of Bristol, Connecticut</b>		(Return Bid attention of) <b>Roger D. Rousseau</b>		BID NUMBER <b>2016-081</b>	
ADDRESS <b>111 North Main Street Purchasing Department Bristol, CT 06010</b>				DATE ISSUED <b>March 15, 2016</b>	
				DATE BID REQUIRED <b>March 31, 2016 11:00 am</b>	
SHIPPING ADDRESS (address for shipment of purchased materials) <b>111 North Main Street, Bristol CT 06010</b>			TELEPHONE NUMBER <b>(860) 584-6195</b>		DATE MATERIAL REQUIRED
			To be Completed by bidder		
DESCRIPTION			UNIT	QUANTITY	Unit Price
					Extension Amount

The City of Bristol is seeking bids for MicroStation drafting services of traffic signal plans at six (6) intersections in the City of Bristol. At these intersections, existing traffic loops will be replaced with video detection traffic signal upgrades. The proposed work, shown in City of Bristol's plans, is to be indicated on current DOT traffic signal plans in accordance with CONNDOT's MicroStation drafting requirements found at

<http://www.ct.gov/dot/cwp/view.asp?a=3194&q=483668&PM=1>

<http://www.ct.gov/dot/lib/dot/documents/dtrafficdesign/sigmanapproved2009.pdf>

The six intersections are listed below:

1. Main Street, School Street, and Memorial Boulevard
2. Main Street and Riverside Avenue
3. Mellen Street and Riverside Avenue
4. Clark Avenue and Terryville Road
5. Center Street, Haviland Street, and West Street
6. South Street, West Street, and Wolcott Street

In addition, the City of Bristol is requesting the conversion of a CAD drawing to a MicroStation drawing. The CAD drawing is a DOT traffic signal plan of Farmington Avenue at Oakland Street.

Available for review is a set of the City of Bristol's proposed intersection plans, DOT's existing traffic signal plans, and the CAD and PDF file of Farmington Avenue at Oakland Street. All quoted prices shall include drafting services and conversion of CAD files to MicroStation files. The City of Bristol is requesting receipt of all work within thirty (30) days of the purchase order.



**CITY OF BRISTOL, CONNECTICUT**  
Purchasing Department

**Invitation to Bid 2016-081**

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	Description	UNIT	QUANTITY	Unit Price	Extension Amount
	<b>Pricing to be as follows:</b>				
1.	MicroStation drafting services of DOT traffic signal plan at Main Street, School Street, and Memorial Boulevard	LS			\$ _____
1.	MicroStation drafting services of DOT traffic signal plan at Main Street and Riverside Avenue	LS			_____
2.	MicroStation drafting services of DOT traffic signal plan at Mellen Street and Riverside Avenue	LS			_____
3.	MicroStation drafting services of DOT traffic signal plan at Clark Avenue and Terryville Road	LS			_____
4.	MicroStation drafting services of DOT traffic signal plan at Center Street, Haviland Street, and West Street	LS			_____
5.	MicroStation drafting services of DOT traffic signal plan at South Street, West Street, and Wolcott Street	LS			_____
6.	Conversion of CAD to MicroStation Drawing of DOT traffic signal plan at Oakland Street and Farmington Avenue	LS			_____

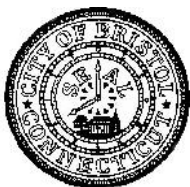
**Please Note:**

Responses to this Invitation to Bid must be submitted in writing prior to the due date and time noted above, to the address noted above, as a sealed bid response. Responses received after the required due date and time will not be considered for award.

**Faxed bid responses are Not Acceptable.**

Bids must be enclosed in a sealed envelope, addressed to the City of Bristol and clearly identified with the bid number identified herein.

To be  completed  by bidder	VENDOR QUOTE NO:	DATE SUBMITTED	DELIVERY AS REQ'D. (Unless noted here)		TOTAL
	SIGNED	TITLE	TELEPHONE NO. & EXTENSION		CASH DISCOUNT PAYMENT TERMS _____ % _____ days, net 30 days
	VENDOR FEIN/SSN	ARE YOU INCORPORATED YES <input type="checkbox"/> NO <input type="checkbox"/>	PURCHASE ORDER ADDRESS (If different from bidder's address above)		



**CITY OF BRISTOL, CONNECTICUT  
NON-COLLUSION CERTIFICATION**

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

**Please complete and sign**

Legal Name of Bidder: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Authorized Agent \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employment  
Information Form



**City of Bristol**  
Workplace Analysis Affirmative Action Report  
Employment Information Form

Purchasing Department  
111 North Main Street  
Bristol, CT 06010

Company Name Street Address City State Zip	Contact Person	Phone Number	Date
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Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
TOTALS ABOVE											

Do you use minority businesses as subcontractors or suppliers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices.		

Reference Contract Number \_\_\_\_\_



# City of Bristol Connecticut

Purchasing Department  
111 North Main Street  
Bristol, CT 06010

Telephone Number:  
(860) 584-6195

Fax Number:  
(860) 584-6171

<http://www.bristolct.gov/bids>

## Standard Bid and Contract Terms and Conditions

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All Invitations For Bids issued by the City of Bristol ("City") will bind Bidders to the terms and conditions listed below, unless specified otherwise in any individual Invitation For Bids.

The contractor agrees to comply with the statutes and regulations as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

### Section I. Submission of Bids

1. Bids must be submitted on forms supplied by the City Purchasing Department. Telephone or facsimile bids will not be accepted in response to an Invitation For Bids.
2. Bidders shall bear any and all costs associated with response to this invitation to bid, including the costs for any presentation and/or demonstrations (if applicable).
3. The time and date bids are to be opened is given in each bid issued. Bids received after the specified time and date of bid opening given in each bid proposal shall not be considered. Bid envelopes must clearly indicate the bid number as well as the date and time of the opening of the bid. The name and address of the Bidder shall appear in the upper left hand corner of the envelope.
4. If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:  
<http://www.bristolct.gov/bids>
5. This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Bristol does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.
6. Incomplete bid forms may result in the rejection of the bid. Amendments to bids received by the City after the time specified for opening of bids, shall not be considered. Bids shall be computer prepared, typewritten or handwritten in ink. All bids shall be signed by a person duly authorized to sign bids on behalf of the bidder. Unsigned bids shall be rejected. Errors, alterations or corrections on both the original and copy of the proposal schedule to be returned must be initialed by the person signing the bid proposal or their authorized designee. In the event an authorized designee initials the correction, there must be written authorization from the person signing the bid proposal to the person initialing the erasure, alterations, or correction. Failure to do so shall result in rejection of bid for those items erased, altered or corrected and not initialed.
7. Conditional bids are subject to rejection in whole or in part. A conditional bid is defined as one which limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the invitation for bids.
8. Alternate bids will not be considered, unless specifically authorized in the invitation to bid. An alternate bid is defined as one which is submitted in addition to the bidder's primary response to the invitation for bids.
9. Prices should be extended in decimal, not fraction, to be net, and shall include transportation and delivery charges fully prepaid by the Contractor to the destination specified in the bid (FOB Destination).

10. Pursuant to Chapter 219 Section 12-412 of the Connecticut General Statutes, municipalities are exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in bid prices.
11. By its submission the Bidder represents that the bid is not made in connection with any other Bidder submitting a bid for the same commodity or commodities and is in all respects fair and without collusion or fraud.
12. All bids will be opened and read publicly and upon award are subject to public inspection, subject to the provisions of Section 1-210 of the Connecticut General Statutes (Freedom of Information). Copies of information resulting from any bid opening are generally not available until a contract has been formally awarded.

## Section II. Guaranty or Surety

13. The City requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Acord or other approved format) naming the City of Bristol as additional insured on a primary, non-contributing basis, for the following:
  - **General Liability insurance** (including Completed Operations coverage) from all contractors doing business with the City, in the amounts of \$1,000,000 (combined single limit) Bodily Injury-Property Damage Coverage per occurrence, and \$2,000,000 aggregate coverage;
  - Where the use of a vehicle is used in the performance of this contract, **Automobile Liability insurance** in the amount of \$1,000,000, with Property Damage and Bodily Injury coverage;
14. Additionally, for any contract for which labor is performed within the State of Connecticut, evidence of workers compensation as defined in the Connecticut General Statutes must be provided.
15. Said insurance shall be provided at the sole expense of the contractor with an insurance company which is licensed to do business in the State of Connecticut. Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.
16. In the event that bid and/or performance bonds are specifically required within the specifications, said bonds must meet the following requirements:

### Signing Authority:

**Corporation** - must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature;

**Firm or Partnership** - must be signed by all the partners and indicate they are "doing business as";

**Individual** - must be signed by the owner and indicated as "Owner".

### Surety Requirements

The surety company executing the bond or countersigning must be licensed in Connecticut, and the bond must be signed by an official of the surety company with the corporate seal affixed over their signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

## Section III. Samples

17. Accepted bid samples do not supersede specifications for quality unless sample is superior in quality. All deliveries shall have at least the same quality as the accepted bid sample. Samples are furnished free of charge. Samples may be held for comparison with deliveries.

#### **Section IV. Award Considerations**

18. It is the intent of the City of Bristol to make award to the lowest responsive and responsible qualified bidder (reference C.G.S 4a-59. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the City, and delivery terms will be taken into consideration in making award.
19. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.
20. Cash discounts may be offered by bidder for prompt payment of invoices. Such discount will not be taken into consideration in determining the low bidder, but will be taken into consideration in awarding tie bids.
21. Any contract resulting from this solicitation shall be governed by the laws of the State of Connecticut.
22. Award will be based on quality of the articles or services to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, and financial responsibility. The Purchasing Department may correct inaccurate awards resulting from clerical or administrative errors.
23. Review of proposals may include assessment of proposer's financial capacity, and status of current and/or past taxes or liens due.
24. The City of Bristol reserves the right to accept or reject any and all bid responses, in whole or in part, to waive technical defects, irregularities and omissions if, in its judgement, the best interests of the City will be served. Determination of the best interests of the City shall include consideration of active or pending civil litigation between the City and any firm (or its subcontractor or supplier) submitting a bid to the City.
25. The Purchasing Department may reject any bidder in default of any prior contract or guilty of misrepresentation or any bidder with a member of its firm in default or guilty of misrepresentation.
26. In the event that a local business submits a bid to the City that is within 4% of the lowest qualified bidder and is considered to be in compliance with the requirements set forth in the bid, the local business shall be allowed the opportunity to accept the award of the contract at the amount of the lower bid. Such practice shall apply to all City bids for all City departments, with the following exceptions:
  1. Contracts exceeding \$1,000,000.00.
  2. Professional services, awarded on subjective and objective criteria in addition to cost.
  3. Contracts using state, federal or other funds that have governing regulations disallowing such practice.
  4. Contracts awarded on behalf of the Bristol Water Department as a separate enterprise fund.

#### **Section V. Contract Considerations**

27. Award of a contract is not an order to ship; materials may only be shipped upon receipt of a purchase order as issued by the Purchasing Agent.
28. Please note that any contract executed by the City of Bristol or the Board of Education is subject to the appropriation of funds on an annual basis.
29. The Contractor shall not assign or otherwise dispose of their contract or their right, title or interest, or their power to execute such contract to any other person, firm or corporation without the prior written consent of the Purchasing Department.
30. Bidders have ten days after notice of award to refuse acceptance of the award; after ten days, the award will be considered binding on the Contractor. If the Contractor refuses to accept the award within the ten day period, the award will be made to the next lowest responsible qualified bidder.



31. Failure of a Contractor to deliver commodities or perform services as specified will constitute authority to purchase said commodities or services on the open market. Contractor agrees to promptly reimburse the City for excess cost of these purchases. The purchases will be deducted from the contracted quantities.
32. **The Contractor**, in contracting for goods, services, materials, labor and the like with the City of Bristol and its respective officers, agents and servants, **does hereby agree to indemnify, defend and save harmless** from and against any and all claims, damages, losses, litigation expenses, counsel fees and compensation arising out of any injuries (including death) sustained by, or alleged to have been sustained by, the servants, employees or agents of **the City of Bristol and its respective officers, agents and servants**, or of the bidder or of any participant or spectator, and from injuries including death) sustained by, or alleged to have been sustained by, the public or any persons on or near the site or on any other person or damage to property, real or personal, including property of the City of Bristol and their respective officers, agents, and servants, caused in whole or in part by the acts or omission of the Bidder or any participant or spectator or anyone directly or indirectly employed or working for the bidder while engaged in the activity in the City of Bristol.

The City, as a sovereign government, cannot indemnify businesses or individuals.

33. Notwithstanding any provision or language in this contract to the contrary, the purchasing agent may terminate this contract whenever he/she determines in his/her sole discretion that such termination is in the best interests of the City. Any such termination shall be effected by delivery to the Contractor of a written notice of termination. The notice of termination shall be sent by registered mail to the Contractor address furnished to the City for purposes of correspondence or by hand delivery. Upon receipt of such notice, the Contractor shall both immediately discontinue all services affected (unless the notice directs otherwise) and deliver to the City all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing his duties under this contract, whether completed or in progress. All such documents, information, and materials shall become the property of the City. In the event of such termination, the Contractor shall be entitled to reasonable compensation as determined by the Office of Corporation Counsel for the City of Bristol, however, no compensation for lost profits shall be allowed.
34. The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the City of Bristol.
35. The Contractor shall not be liable for losses or delays in the fulfillment of the terms of the contract due to wars, acts of public enemies, strikes, fires, floods, acts of God or any other acts not within the control of or reasonably prevented by the Contractor. The Contractor will give written notice of the cause and probable duration of any such delay.
36. Contractors may not reference sales to the City for advertising and promotional purposes without the prior specific approval of the Purchasing Department.

## **Section VI. Delivery**

37. All products and equipment delivered must be new, and shall include any and all manufacturer warranties, unless otherwise stated in the bid specifications.
38. Delivery will be onto the specified City loading docks (or other similar receiving locations) by the Contractor unless otherwise stated in the bid specifications.

39. All prices shall include transportation and delivery charges fully prepaid by the Contractor to the destination specified in the bid (FOB Destination).

## **Section VII. Payment Terms**

40. Payment terms are net 30 days after receipt of goods or properly executed invoice, whichever is later, unless otherwise specified. A contractor may quote payment discount terms which may be considered in making the award. The discount period will be computed from the date delivery is accepted at destination, or from date correct invoice is received by the consignee, whichever is later.
41. Charges against a Contractor shall be deducted from current obligations. In the event that monies are due to the City, money paid to the City by the Contractor shall be made payable to the Treasurer, City of Bristol.

## **Section VIII. Rights**

42. Any and all data collected by the contractor relative to either the performance of services or delivery of materials shall remain the sole property of the City of Bristol. Such data includes historic usage of materials and services as collected by the contractor, as it relates to Bristol purchasing activity. The City has sole and exclusive right and title to all printed material produced for the City, whether acceptable or unacceptable, and the contractor shall not copyright any printed matter produced under the contract.
43. The Contractor assigns to the City all rights title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the Contractor is awarded the contract.
44. Contractor agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a, as well as the provisions of Title VI of the Civil Rights Act of 1964 and all amendments thereto. The Contractor also agrees that it will hold the City harmless and indemnify the City from any action which may arise out of any act by contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.
45. This contract is subject to provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 and section 16 of Public Act 91-58 nondiscrimination regarding gender orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.
46. The awarded firm will take affirmative action to ensure that all applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, gender, or national origin.